

Retention and Classification Report

Agency: Sevier County (Utah). County Commission (879)

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Records Officer

84228	Minutes
24267	Ordinances
25223	Publications
26357	Resolutions
84228	Minutes

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228

4

TITLE: Minutes

DATES: i 1865-

ARRANGEMENT: The series is arranged chronologically by date of meeting. Volumes are labeled alphabetically, starting over in 1901.

DESCRIPTION:

These minute books record the actions of the county commission, the governing body of the county. The commission (known during the territorial period as the county court) was authorized to manage all county business and property. This includes budgeting and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing election returns and appointing certain officials; and incorporating municipalities.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Commission

SERIES: 84228

TITLE: Minutes

(continued)

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Numerical by ordinance number, numbers assigned chronologically
DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)). Early ordinances are in a book containing transcriptions of ordinances as well as some correspondence related to the establishment of individual ordinances.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/30/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Commission

SERIES: 24267

TITLE: Ordinances

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 25223

3

TITLE: Publications

DATES: 1969-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Sevier County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Comprehensive Report on Water & Sewer for Sevier County Utah" (1969) by Call Engineering and "Overall Economic Development Program" (1970).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 04/13/2009

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 26357

3

TITLE: Resolutions

DATES: 1989-

ARRANGEMENT: Chronological by date passed

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 [1995]). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 10/30/2006

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County (Utah). County Commission

SERIES: 26357

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Commission

SERIES: 5916

3

TITLE: Zoning maps

DATES: 1965-

ARRANGEMENT:

DESCRIPTION:

Official zone map of Sevier County, Utah adopted by the Board of County Commissioners.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.